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ABSTRACT

This annotated listing of curriculum materials is provided to inform planners, administrators, vocational educators, and others interested in volcational education programs of the available curriculum materials in home economics education developed by the various States. The materials have been identified with the instructional titles and codes from the classification system of the Office of Education. These titles and codes link vocational education programs to occupations. Using the codes in this listing relates the curriculum materials to the instructional program. Publications are listed by States in the subject areas for homemaking, clothing, consumer education, family relations, foods, housing, and home furnishings. Instructions for ordering specific materials from the appropriate State sources are included. (Author/MF)

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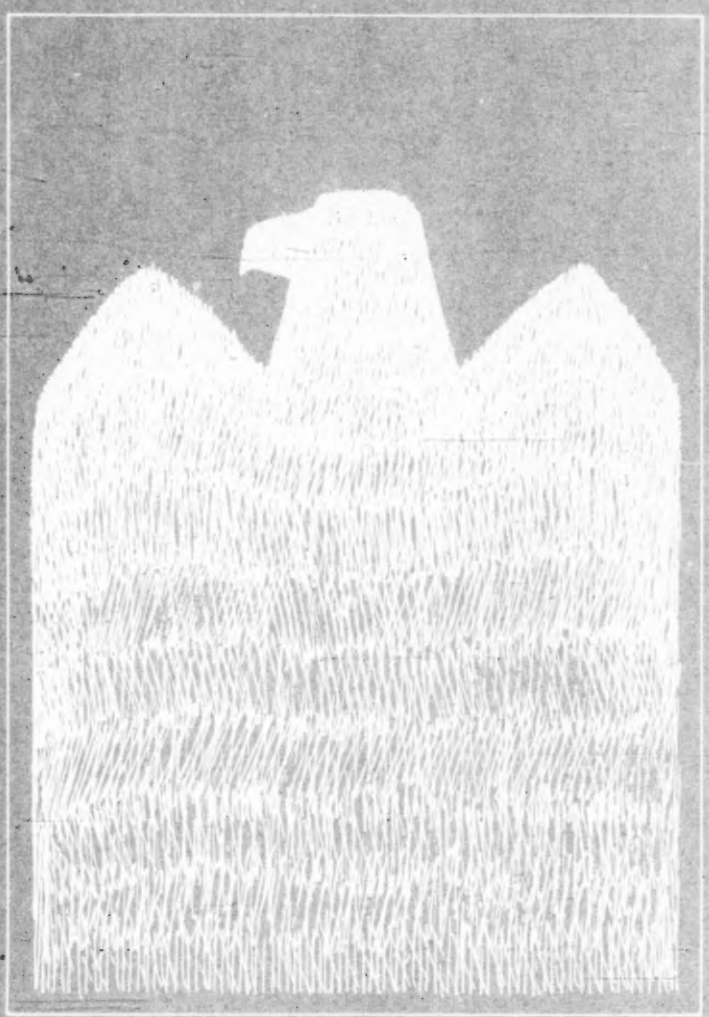
VOCATIONAL EDUCATION

STATE INSTRUCTIONAL MATERIALS

for...

HOME ECONOMICS



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VOCATIONAL EDUCATION

STATE INSTRUCTIONAL MATERIALS

for...

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Stillwater, Oklahoma

NOTE:
REQUEST FOR SPECIFIC MATERIAL CONTAINED IN THIS ANNOTATED LISTING SHOULD BE SENT TO THE APPROPRIATE STATE SOURCE

Separate publication (annotated listings) are available in the following vocational areas:

State Instructional Materials for Agriculture
State Instructional Materials for Distributive Education
State Instructional Materials for Health Occupations Education
State Instructional Materials for Home Economics
State Instructional Materials for Office Occupations
State Instructional Materials for Technical Education
State Instructional Materials for Trade and Industrial Occupations

The above items are available for purchase from: Superintendent of Documents, U.S. Government Printing Office, Washington, D. C. 20402

For sale by the Superintendent of Documents,
U.S. Government Printing Office,
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EXPLANATION OF CODING SYSTEM

In recent years it has become apparent that a strong relationship exists between the world of education and the world of work. Emphasis is on the concept that the development of our human resources is vital to the well-being and growth of our society. In order to implement this belief, leaders in all fields have focused their attention on education and especially on vocational education.

This annotated listing of curriculum materials is provided in order to apprise planners, administrators, vocational educators, and others interested in offering or involved in vocational education programs of the available curriculum materials developed by the various States.

The curriculum materials have been identified with the instructional titles and codes from the classification system of the Office of Education. These titles and codes link vocational education programs to occupations. Utilizing the codes in this listing relates the curriculum materials to the instructional program. Seven major vocational education areas are identified in separate listings and coded as follows:

01	Agriculture	09	Home Economics
04	Distributive Education	14	Office Occupations
07	Health Occupations Education	16	Technical Education
	17 Trade and Industrial Occupations		

The items are refined to include one or more related subitems as indicated in the following example:

First 2-digit position: subject matter area
Example: 14 OFFICE OCCUPATIONS

Second 2-digit position: principal segment of subject matter
Example: 14.02 BUSINESS DATA PROCESSING SYSTEMS OCCUPATIONS

Third 2-digit position: division of principal segment
Example: 14.0202 PERIPHERAL EQUIPMENT OPERATORS

Fourth 2-digit position: first level detail of division of principal segment
Example: 14.020201 KEY PUNCH AND CODING EQUIPMENT OPERATORS

The coding system is contained in:

U.S. Department of Health, Education, and Welfare, Office of Education. Vocational Education and Occupations (OE-80061). Washington: U.S. Government Printing Office, July 1969.

CONTENTS

		Page
09.01	Homemaking	1
09.0101	Comprehensive Homemaking or Home Economics.	1
09.0103	Clothing and Textiles.	2
09.0104	Consumer Education.	3
09.0105	Family Health	5
09.0106	Family Relations	6
09.0107	Foods and Nutrition	7
09.0109	Housing and Home Furnishings	7
09.0199	Homemaking, Other	7
09.02	Occupational Preparation	9
09.0201	Care and Guidance of Children	9
09.0202	Clothing Management, Production, and Services.	10
09.0203	Food Management, Production, Services	11
09.0204	Home Furnishings, Equipment, and Services	13
09.0205	Institutional and Home Management and Supporting Services.	14
09.0299	Occupational Preparation, Other	14
Occupational Resource Material		
	Administrator's Resource.	17
	Student's Resource.	17
	Teacher's Resource.	20
Instructions for Ordering		24

NOTE:
REQUEST FOR SPECIFIC MATERIAL CONTAINED IN THIS ANNOTATED LISTING SHOULD BE SENT TO THE APPROPRIATE STATE SOURCE

09. HOME ECONOMICS

Publications marked (Cooperative Training) in the title or supportive statement are designed for use in cooperative education programs.

HOMEMAKING: 09.01

Comprehensive Homemaking or Home Economics: 09.0101

ALABAMA

State Course of Study in Home Economics - Volume III. Teacher's Guide, 1964, 528 pages, $5.00, Offset.

Provides teachers of Home Economics with guidelines for planning and developing local programs. Content provides course outlines, suggested course content for work in the Junior and Senior High Schools of the State. Detailed material is developed under the following section titles: Art in Individual and Family Living, Clothing and Textiles, Foods and Nutrition, Home Management and Family Economics, Housing, and Human Development and the Family.

ALASKA

Guidelines for Home Economics in Alaska. Instructor's Guide, 1965, 157 pages, Free, Offset.

Designed for junior and senior high school students. It contains a suggested course outline for seventh and eighth grade home economics, and home economics I and II. Also, a suggested course outline for courses in family relationship, home management, housing and home furnishings, advanced food and nutrition, clothing and textiles, and family living. In addition, it contains suggested learning experiences for the course outlines, a bibliography, and selected resources.

OHIO

Home Economics Curriculum Guide. Curriculum Guide, 1966, 477 pages, $3.85, Offset.

Developed for home economics instruction in Ohio's schools in grades 7-12, inclusive. It is adaptable to any home economics program in any State. Its purpose is to provide a program of education which has as its major goal the development of our young people into homemakers and family members. Content contains the suggested scope and sequence

of units of work for each grade level. In addition, resource materials for students and teachers are included.

Home Economics Guide for Planning. Planning Guide, 1967 (Reprint), 63 pages, $1.50, Offset.

Contains suggestions for making the most effective use of home economics space and equipment. Administrators, Boards of Education, Architects, Educational Consultants, and Home Economics Teachers will find this material useful for reference purposes. Photographs and diagrams amplify the text. Resource materials are included.

Suggested Space and Equipment Costs for Job Training Programs. Planning Guide, 1967, 53 pages, $1.50, Offset.

Prepared to assist school administrators, architects, home economics teachers, and others plan and develop programs in high schools and joint vocational schools. Details for space and equipment have been developed at an optimum level. The facilities suggested would provide for self-contained work experience opportunities within the school. Illustrated. A bibliography is included.

OKLAHOMA

Adult Education. Teacher's Resource, 1969, 80 pages, $.50, Offset.

Provides insights into planning, organizing, and teaching adults. The publication is divided into three parts. Part I, Organizing an Adult Action Program, charts the strategy of a three-year plan of adult education. Part II entitled, Why Not Try These?, contains many helpful suggestions for meeting gainful employment needs, working with low-income families and the like. Part III, These Have Worked, gives examples such as: An Adult Series for a Two-Year Period, An Adult Class in Family Finance, and several other adult education topics.

Clothing and Textiles: 09.0103

NEW JERSEY

The Art of Sewing. Student's Manual, 1969, 249 pages, $2.50, Offset.

This is a basic text containing 11 units covering such topics as handsewing, stitches, seams, hems, bias binding, buttonholes, pockets and some more. The material is well illustrated and contains an assignment at the end of each lesson.

Dress Design - 2; The Problem Figure. Student's Manual, 1969, 86 pages, $1.50, Offset.

Content consists of six units divided into 36 lessons dealing with the problem figure. Units include material such as the fashion figure, principles of design, lines and the figure, designing for the problem figure and others.

Learning to Sew - Part 1. Student's Manual, 1969, 172 pages, $2.00, Offset.

This is an introduction to sewing and the lessons include illustrations and descriptions of the basic processes. Information includes such items as hand tools, measurements, sewing machine adjustments, machine care and the like. The material is paced for the slower student.

Consumer Education: 09.0104

MISSISSIPPI

Home Economics Consumer Education. Curriculum Guide, 1970, 211 pages, $2.00, Offset.

This is a resource unit in consumer education for high school instruction in home economics. The units have been divided into concepts and objectives, learning activities (including problems and projects) and teaching aids.

OHIO

Consumer Education. Curriculum Guide, 1970, 164 pages, $2.50 plus 25¢ postage and handling, Offset.

This curriculum guide provides units of instruction for grades K through 12. The guide offers opportunity for versatility in teaching a number of consumer education concepts of fundamental importance in real life situations.

Treated in the guide are such broad areas as units for elementary grades, units for students in grades 7-12, consumer education for educable mentally retarded and the socio-economically disadvantaged. In addition to a bibliography selected for each of the topics listed above, there is an extensive bibliography for consumer education in general.

Consumer Education, Curriculum Guide for Ohio, Grades K-12. Teacher's Guide, 1970, 102 pages, $1.25 plus 25¢ postage and handling, Offset.

The guide launches into concepts, suggested learning and evaluation experiences and suggested resources.

Manual of Operation. Teacher's Manual, 1970, 49 pages, $1.25 plus 25¢ postage and handling, Offset.

Prepared primarily for teachers, administrators and supervisors, the content covers the operation of secondary, post-secondary and adult level consumer education programs. Topics include such items as consumer and homemaking education program initiation and expansion, job training, adult education programs and technical programs at the post-high school level.

OKLAHOMA

Consumer Education. Curriculum Guide, 1970, 229 pages plus record-keeping forms and originals for transparencies, $2.00, Offset.

This guide provides assistance for teachers in improving courses in the consumer education area of vocational home economics. The approach to learning taken is one of inquiry with the objective of preparing learners to seek information, identify values, and develop the understanding needed to cope with everyday problems. Material is arranged for teaching at the beginning level (Grades 9-10); at the intermediate level (Grades 10-11); and, at the advanced level (Grades 11-12, and young adults).

SOUTH CAROLINA

Guide for Consumer and Home Economics Education. Curriculum Guide, 1970, 288 pages, $3.50, Offset.

This curriculum guide has been prepared to assist teachers in instilling in the minds of students sound intellectual, moral, and social foundations for family life. It is responsive to the concept that up-to-date, flexible homemaking and consumer education directed to current and future needs of the family is essential to help each individual face new problems and to live a more meaningful life.

The guide is a resource for home economics teachers to use in planning local programs.

Measuring, Weighing, Valuing, Consumer and Home Economics Education. Teacher's Guide, 1970, 150 pages, $2.50, Offset.

The guide provides criteria helpful in effective evaluation in the teaching and learning process. The purposes of the guide are threefold:

To provide an increased understanding of evaluation;
To provide ideas for evaluating home economics programs;
To provide increased understanding of evaluation as a means of making teaching more effective.

TEXAS (TTU)

Consumer Education for Families with Limited Income. Teacher's-Student's Manual, 1971, 360 pages, $8.00, Offset.

The manual is designed as an aid for teaching adults with limited incomes. The content is presented in three sections. Section one is an overview for preparing the teacher to handle the content in teaching consumer education to disadvantaged adults. Section two includes units in ten areas of consumer education. The material is designed for use with groups having fourth to sixth grade educational levels.

Section three should aid the teacher in working on a one-to-one basis with families. It includes guidelines for person-to-person instruction and many more items.

Consumer Education, Part One. Teacher's-Student's Manual, 1971, 161 pages, $6.50, Offset.

The manual is a part one of a two-part bulletin arrangement designed for a one-semester course for both boys and girls at the 11th and 12th grade levels. Both parts one and two contain four sections: Allocation of Resources, Consumer Buying, Consumer Citizenship, and the Consumer in the Economy. Both parts are closely interrelated and supplement each other. Behavioral objectives are stressed throughout.

_____. Part Two. Teacher's-Student's Manual, 1971, 306 pages, $6.50, Offset.

This is a companion piece to the consumer education publication designed for both boys and girls. The publication is well illustrated. It also is divided into four sections with several teaching-learning units in each section. There are included in the material suggestions for transparencies, skits, posters, case studies, simulated games, tests, programmed instruction, crossword puzzles and cartoons.

Family Health: 09.0105

INDIANA

Human Development and the Family. Resource Guide, 1965, 97 pages, $.65, Offset.

The resource guide is organized under broad concepts on two levels, basic and advanced. The prime purpose of this guide is to assist students to develop the ability to think indepently by using decision making and problem solving methods.

Family Relations: 09.0106

ALASKA

Guidelines for Home Experiences. Instructor's Guide, 1967, 53 pages, Free, Offset.

The guide has been developed to assist instructors to initiate a program of home learning experiences related to home and family problems which are planned and carried out in the home of the student under supervision of the instructor with the cooperation of the family.

IDAHO

Family Relationships and Child Development. Instructor's Guide, 1967, 185 pages, $4.00, Offset.

The guide was developed to help students to identify and develop certain fundamental competencies that will be effective in personal and family living, regardless of the circumstances of the individual or the family.

IOWA

Human Development and The Family. Teacher's Guide, 1967, 33 pages, $3.25, Mimeo.

The guide is a pool of ideas developed as a possible resource for teaching a course in human development and the family. The content outline sets up a four-column arrangement to provide content, generalizations, learning experiences, and resources.

OKLAHOMA

Human Development and The Family. Curriculum Guide, 1969, 380 pages, $3.00, Offset.

Presented to aid the teacher in curriculum planning are behavioral objectives, concepts and generalizations, learning experiences, and suggestions for program evaluation. In addition to presenting resource units for Comprehensive Home Economics I, II, and III, there are Special Emphasis Courses, Suggestions for Planning Human Development, and Family Programs for Special Groups.

Foods and Nutrition: 09.0107

ARKANSAS

Foods and Nutrition. Teacher's Guide, 1969, 327 pages, Free, Offset.

This guide has been prepared as a resource for the selection of subject matter and learning experiences for home economics. Its content emphasizes the importance of good nutrition, helps students gain an understanding of factors to consider when buying foods, planning, preparing, and serving family meals. The content will be found helpful to the homemaker in the dual role of wage earner and head of a family in meeting the basic needs of good nutrition.

Housing and Home Furnishings: 09.0109

IOWA

Housing and Home Furnishing Equipment. Curriculum Guide, 1969, 231 pages, $2.75, Mimeo.

The guide is prepared for three levels of instruction, early adolescence, middle adolescence, and late adolescence. Emphasis is on the individual in early adolescence, on family in middle adolescence, and on the community in late adolescence. The appendix includes visual, discussion, and evaluative materials. There are check sheets that may be used for field trips, home experience, or classroom discussion.

Homemaking, Other: 09.0199

ARKANSAS

Human Development and The Family. Teacher's Guide, 1968, 201 pages, Free, Mimeo.

The guide has been prepared to provide pertinent information for the teacher in the area of human development and the family. Objectives and learning experiences are suggested to assist in developing units of study. Resource materials and drawings are included to assist the teacher in making maximum use of the guide.

INDIANA

Advisory Committees for Home Economics. Teacher's Manual, 1969, 17 pages, $.20, Offset.

The manual was written to help teachers with the organization and implementation of an Advisory Committee. Covered are such topics as what is an advisory committee, guidelines for establishing a committee, steps in organizing and implementing the committee, programs, memberships, purposes and many similar timely items.

The Instruction of Home Economics Related Concepts Included in the Curriculum of Selected Indiana Elementary Schools. Teacher's Resource, 1969, 38 pages, $.60, Offset.

An investigation of the conceptual structure of most home economics programs reveals that these concepts which are being taught in the elementary grades are again being taught in the junior high and senior high school home economics classes.

OHIO

In-Betweens. Curriculum Guide, 1969, 119 pages, $1.75 plus 25¢ postage and handling, Offset.

This is a curriculum guide for home economics teachers of students with special learning needs. It presents examples of the kinds of activities which will give these students concrete experiences in the basic skills most needed to become a socially mature individual, capable of functioning successfully in an adult society. Treated in the guide are such appropriate areas as personal and family development, housing, home care, food and nutrition, clothing and games for learning.

NEW JERSEY

Guidelines for Home Economics Education in Secondary Schools. Teacher's Guide, 1968, 144 pages, $2.50, Offset.

The first part of this teacher manual deals with the fundamental aspects of Home Economics curriculum planning. The second part contains detailed guides for developing teaching plan for Foods, Housing and Home Furnishing Equipment, Textiles and Clothing, Home Management, and Family and Child Care. The guides are all aimed at the middle and late adolescent student.

PENNSYLVANIA

Teacher Education Resource Materials for Home Economics. Teacher Education, 1966, 124 pages, $1.06, Offset.

In addition to the title this publication is identified as "Teacher Education Leadership Guide No. 1 - Home Economics Education." This is a progress report in curriculum development in home economics which began in 1957. While the work is directed primarily toward curriculum development at the teacher education level, the report will probably have value for teachers of home economics at the secondary school level as well. The material is assembled under ten chapter headings. Eight goals, identified as competencies, are developed in individual chapters.

OCCUPATIONAL PREPARATION: 09.02

Care and Guidance of Children: 09.0201

NEW YORK

Child Care Services Training Guide. Teacher's Guide, 1969, 100 pages, $.75, Offset.

Content includes establishing the child care services training program, developing the local course of study, orientation to the world of work, development of competencies in child care service occupations, and a selected resource list.

PENNSYLVANIA

Preparing for Employment in Child Care Services in Pennsylvania Schools. Instructor's Guide, 1966, 58 pages, $.27, Offset.

A State bulletin containing resource materials for planning, initiating, and conducting programs to prepare trained personnel for employment. School administrators, vocational directors, advisory committee members, and others interested in providing training for persons to enter this kind of employment will find useful information in this bulletin. The material is divided under the following general headings: Program Organization, Curriculum Guide, Space and Facilities. The appendix includes room layout and facilities, a bibliography and other pertinent information.

TEXAS (T.T.U.)

Child Care Aide. Course of Study, 1969, 510 pages, $10.00, Teacher's Copy, Offset. (Cooperative Training).

This course of study consists of: (1) An overview and job description, (2) a job analysis, (3) a course outline, (4) instructional materials for student use, (5) units tests; and, (6) a list of references required for use with the course of instruction. The instructional materials for student use cover such areas as the child care aide as a member of a team, the child and his family, children's food and eating habits, children's play, and many more.

_____. Student's Manual, 1969, 296 pages, $6.50, Offset.

Contains 12 units with lessons within each unit providing objectives, references, activities, questions, and assignments for students training for the role of child care aide.

Clothing Management, Production, and Services: 09.0202

NEW JERSEY

Patternmaking and Design - I. Student's Manual, 1967, $2.50, Offset.

Covers the basic year content of flat pattermaking in the occupation of dressmaking and design relating to women's garments. Content is divided into ten units as: Introduction to Patternmaking and Design, Slopers, Waists, Necklines, Closing and Extensions, Collars, Sleeves, Skirts, Pockets, and Belts. The units are broken down into 62 lessons. A test for each unit and bibliography are included.

Power Sewing. Student's Manual, 1967, 261 pages, $2.00, Offset.

Prepared for a specific occupational training need to teach power sewing to deaf students. Material is well illustrated. Content is divided into eight units as: Let Us Learn About the Power Sewing Machine, The Single - Needle Lockstitch Machine, Primary Sewing Operations, Single - Needle Sewing Projects, The Zig-Zag Machine, Two - Needle Lockstitch Machine, Special Machines, and Odds and Ends. The units are broken down into a total of 75 lessons each of which contain specific objectives and assignment.

PENNSYLVANIA

Preparing for Employment in Clothing and Home Furnishing Services. Instructor's Guide, 1968, 57 pages, $.25. Offset.

The purpose of this bulletin is to provide guidelines for local school districts for use in developing educational programs to prepare students for employment in clothing services. It includes materials for motivating students to train for the world of work, basic material on job orientation and how to get a job as well as the concepts to be used in developing programs in either the comprehensive high school or area vocational technical school.

TEXAS (T.T.U.)

Clothing Assistant. Course of Study, 1969, 488 pages, $10.00, Offset. (Cooperative Training)

This course of study was made available to assist teacher-coordinators in promoting and/or teaching home economics cooperative education programs. The course is based upon a job analysis developed from interviews with employers

and employees in alteration departments and in dry cleaning establishments. Each topic of the instructional materials begins with the task to which the topic is related and a statement of behavioral objectives. Answer keys are provided to assist in assessing student performance.

_____. Student's Manual, 1969, 260 pages, $6.50, Offset.

Contains 11 units covering repairing and altering clothing, working in dry cleaning establishments, guiding customers in fabric selection, or making garments for others.

Food Management, Production and Services: 09.0203

INDIANA

Instructional Materials for Occupational Home Economics Food Service Area. Instructor's Guide, 1967, 342 pages, $2.00, Offset.

The guide has been designed for use in a cooperative work program in the food service occupations. It is divided into six major parts, grooming and public relations; counter and cafeteria service; dining room service; food preparation; cleaning and equipment; and sanitation and safety. It also contains assignment sheets, task sheets, operation sheets, an appendix, and a bibliography.

NEW JERSEY

Nutrition - Part 1. Student's Manual, 196 pages, $2.00, Offset.

Content includes a general analysis of nutrition and dietetics designed to provide related information for vocational students in the foods occupations, practical nursing and public health occupations. There are 10 units of basic nutrition. Included is information and examination questions on nutrition for pregnancy and lactation; nutrition for infants, teen-agers, adults, senior citizens and others.

_____. Part 2. Student's Manual, 1969, 169 pages, $2.00, Offset.

This manual contains information relating to dietetics. There are five units of study that cover food measurements and terms, special diets, the food budget, meal planning, food fads and the like.

OREGON

Food Service Occupations. Curriculum Guide, 1970, 163 pages, $2.50, Offset.

Major areas covered in the guide include such topics as employment in the food service industry, sanitation and safety, serving food, preparing food and managing a food service establishment.

PENNSYLVANIA

Curriculum Guide for Food Service Instructional Programs in Pennsylvania. Instructor's Guide, 1967, 44 pages, $.23, Offset.

The purpose of this bulletin is to provide guidelines for local school districts for use in developing educational programs to prepare students for employment in food service preparation. For use in the comprehensive high school or in the area technical school.

TEXAS (T.T.U.)

Dietitian Aide. Course of Study, 1969, 422 pages, $10.00, Offset. (Cooperative Training).

The course of study is based upon a job analysis which is included in the materials. The content was prepared by experienced home economists in cooperation with cooperative education teacher-coordinators and subject matter specialists. Answer keys are available in this manual which is intended only for teacher-coordinator use.

_____. Student's Manual, 1969, 226 pages, $6.50, Offset.

The student instructional materials have been prepared to provide part of the classroom instruction and are designed to give an increased understanding of the tasks they perform on the job. Content relates to food services for patient care in hospitals, nursing homes, or other health care facilities. These are available in nine units, including 39 individual lessons dealing with food services.

Food Service Employees. Course of Study, 1969, 488 pages, $10.00, Offset. (Cooperative Training).

The course of study has been developed to be of assistance to those who prepare home economics cooperative education students for gainful employment in the food service operation of a restaurant, cafeteria, drive-in, specialty

house, hospital, nursing home, industrial establishment or educational institution. The content relates the tasks to the general objectives and competencies needed by students to perform effectively on the job. The competencies listed as "abilities" are gained primarily from on-the-job training while those listed as "understandings" are to be gained from classroom experiences.

_____. Student's Manual, 1969, 260 pages, $6.50, Offset.

Contains nine units of instructional material dealing with such topics as sanitation, safety, commercial kitchen equipment, techniques of food preparation, table service techniques, and procedures for receiving and storing foods.

Home Furnishings, Equipment, and Services: 09.0204

NEW JERSEY

Drapery Making - I. Student's Manual, 1970, 196 pages, $2.00, Offset.

This is an introductory text for students entering drapery making as a vocation. A simple vocabulary has been used and the text defines technical terms used throughout the book. An assignment is given at the end of each lesson and an achievement test at the end of each unit. Content was prepared for teaching deaf students.

TEXAS (T.T.U.)

Home Furnishings Aide. Course of Study, 1969, 570 pages, $10.50, Offset. (Cooperative Training).

This teacher's copy of a course of study contains an overview and job description, a job analysis, a course outline, instructional materials for student use, unit tests, and a list of reference materials. The course, like others in the series, opens with a discussion of what are the career opportunities and the personal qualities and abilities of an aide.

_____. Student's Manual, 1969, 354 pages, $7.00, Offset.

This student material contains lessons covering eight units helpful to those employed in interior design studios, department stores, drapery or upholstery work rooms. A programmed unit on drapery construction is included in the material as well.

Institutional and Home Management and Supporting Services: 09.0205

NEW YORK

Management Services. Curriculum Handbook, 1968, 95 pages, $.50, Offset.

The content is designed to be of assistance to directors of adult education programs and instructors of home economics occupational education. The two main sections deal with units covering family service occupations and managerial occupations. There is included as well a glossary of terms and a listing of resource materials.

TEXAS (T.T.U.)

Housekeeping Management Assistant. Course of Study, 1969, 322 pages, $9.50, Offset. (Cooperative Training).

The course of study is based upon a job analysis developed from interviews with personnel in hotels, motels, hospitals, educational institutions, and private homes. Advisory committee meetings were held to edit and review the materials. Management is stressed throughout the content. Topics include: Management of daily duties, management of occasional duties, care of equipment and facilities, and the like. Answer keys are available in the teacher's manual.

_____. Student's Manual, 1969, 16[illegible] pages, $6.00, Offset.

There are eight units consisting of 33 individual lessons prepared to assist students in gaining needed information to successfully carry out the assigned on-the-job tasks of the housekeeping management assistant.

Occupational Preparation, Other: 09.0299

IDAHO

Useful and Gainful Homemaking Education for Secondary, Adult and Area Vocational Schools - Voc. Ed. No. 83. Instructor's Guide, 1967, 205 pages, $5.00, Offset.

The guide has been organized for quick and comprehensive use. It contains seven basic units, homemaking I; child study; family health; food and nutrition; advanced clothing, techniques, and fabrics; housing and home design; and life management. It also contains a two-part section on occupational preparation, bibliography, resource material list, and visual aids list.

INDIANA

Adult Education in the Home Economics Program. Teacher's Manual, 1969, 44 pages, $.30, Offset.

Contains the objectives of Adult Education in the Home Economics Program, including that of providing training for entry level jobs or upgrading in training for those positions utilizing knowledge and skills related to home economics. Topics include such items as steps in organizing a publicly-supported adult education program, public relations, principles of working with adults, teaching methods and some more.

Step-by-Step Training Plans of Home Economics Related Occupations. Instructor's Guide, 1967, 72 pages, $.55, Offset.

This guide contains step-by-step training procedures for 24 home economics related occupations.

NEW YORK

Continuing Education in Home Economics - For Out-Of-School Youth and Adults. Supervisor's Guide, 1966, 35 pages, $.25, Offset.

This booklet is a guide for adult education directors, school principals and others who are responsible for planning adult courses and programs in home economics.

The Physical Learning Environment for Teaching. Teacher's Manual, 1969, 57 pages, $.75, Offset.

This publication provides guidelines for establishing and utilizing physical facilities for effective training in the various curriculum patterns available through home economics occupational education. Laboratory areas covered include child care services, clothing services, food services, health services, home furnishing services, housekeeping services, and management services.

TEXAS (T.T.U.)

Handbook - Home Economics Cooperative Part-Time Education. Teacher's Handbook, 1969, 98 pages, $3.50, Offset. (Cooperative Training).

This handbook has been prepared to assist home economists to meet the challenge of providing students with opportunities for grainful employment training while still in high school. It contains a list of approved occupations for home economics cooperative education programs in Texas, lists the duties of a teacher-coordinator, and provides helpful information in a number of areas related to cooperative education programs.

Orientation - Part One. Teacher's-Student's Guide, 1971, 219 pages, $6.50, Offset. (Cooperative Training).

The learning experiences contained in the guide are written from the point of view of the student. Notes to the teacher are inserted through the learning experiences. There are 11 units dealing with a wide range of the world of work topics such as job success, civic responsibilities, personal adjustment, planning your future and many more. Part Two is closely interrelated with this guide and is a necessary adjunct in accomplishing the behavioral objectives of the units of instruction involved.

_____. Part Two. 1971, 212 pages, $6.50, Offset.

Part Two contains material for both students and teacher. The content is presented as programmed instruction, stories, case situations, simulation games, skits, cartoons, ideas for bulletin boards and visual aids.

WEST VIRGINIA

Suggested Outline for Wage Earning Courses Involving Home Economics Knowledge and Skills. Instructor's Guide, 1970 (Revised), 149 pages, $1.50, Mimeo.

The guide contains suggested outlined courses of instruction for the following courses: training the babysitter; child care services; child care center aides; clothing alterer; clothing maintenance specialist; repair and dry cleaning aide; seamstress or dressmaker; tailor; cooks helper; short order cook; speciality cook; waiter or waitress; housekeeping aide; visiting homemaker; drapery specialist; furniture refinisher; upholsterer; hotel and motel aide; and slip cover specialist. It also contains references for most of the courses.

NOTE: Publications marked (Cooperative Training) in the title or supportive statement are designed for use in cooperative education programs.

OCCUPATIONAL RESOURCE MATERIAL

Materials that follow are general in nature, apply to all vocational areas, and are listed under the headings of Administrator's Resource, Student's Resource or Teacher's Resource. The Teacher's Resource material may prove helpful to Supervisors and Administrators as well.

AIMINISTRATOR'S RESOURCE

All Vocational Areas

MICHIGAN (DVE)

A Guide to Establishing Vocational-Technical Advisory Committees. Administrator's Guide, 1968, 7 pages, Free, Offset.

The publication offers assistance to local schools in the formation and use of advisory committees. Excellence in vocational education requires the best efforts of educators, businessmen, industry, labor, and the public. Advisory committees are an essential part of sound Vocational-Technical Education. This booklet provides many helpful guidelines on how to establish and work successfully with advisory groups.

WYOMING

Follow-up Procedure for Post-Secondary Vocational-Technical Graduates. Supervisor's Manual, 1967, 11 pages, Free, Offset.

The booklet offers local administrators a workable follow-up procedure involving minimum outlay in time and money. It provides basic information to complete USOE forms dealing with graduates and dropouts. Single copies available so long as the supply lasts.

STUDENT'S RESOURCE

All Vocational Areas

ALABAMA

Applying for a Job. Student's Workbook, 1966, 21 pages, $.40, Offset.

Programmed material designed for students who are educationally handicapped. This lesson booklet is for the purpose of helping the student learn how to prepare himself to look for a job and how to conduct himself at a job interview. An answer book, a pre-test and a post-test are included.

Good Job Habits. Student's Workbook, 1966, 29 pages, $.40, Offset.

Programmed material designed for students who are educationally handicapped. This lesson booklet is for the purpose of helping the student learn how to be a good employee by doing a good job, being dependable and getting along with his supervisor. An answer book, a pre-test and a post-test are included.

How to Make $50,000. Student's Workbook, 1966, 9 pages, $.35, Offset.

Programmed material designed for students who are educationally handicapped. This lesson booklet is for the purpose of helping the student learn about the value to the individual in continuing his education at least to completion of high school. The money value of education is stressed. Illustrated. A series of questions are included.

Introduction to Credit. Student's Workbook, 1966, 25 pages, $.45, Offset.

Programmed material designed for students who are educationally handicapped. This lesson booklet is for the purpose of helping the student learn about buying on credit or "charging" purchases. Five of the most widely used credit plans are discussed. An answer book, a pre-test and a post-test are included.

Introduction to Table Manners. Student's Workbook, 1966, 33 pages, $.50, Offset.

Programmed material designed for students who are educationally handicapped. This lesson booklet is for the purpose of helping the student learn about table manners and the details concerned with eating a meal with others, making it a pleasant occasion. Illustrated. An answer book, a pre-test and a post-test are included.

Introductions. Student's Workbook, 1966, 14 pages, $.40, Offset.

This is a unit in a course in social skills. It provides information and training in how to introduce oneself to others and how to introduce two or more people to each other.

ILLINOIS

Applying for a Job. Student's Guide, 1969, 12 pages, $.15, Offset.

Many questions confronting students are answered in this leaflet. It deals with such items as taking personal inventory, getting additional training, finding out what jobs

are available, writing a letter of application, and being interviewed by a prospective employer.

Capitalism, Socialism, and Communism. Student's Guide, 1964, 12 pages, $.15, Offset.

This leaflet deals frankly with the forms of government. It points out that there are two basic types of government in the world today: (1) popular governments, and (2) dictatorial governments. In any country where the people are really free, there is always open, organized, aggressive opposition to the group or party in power.

NEW JERSEY

When You Go to Work. Student's Manual, 1968, 200 pages, $2.00, Offset.

A very basic book designed primarily for the needle trades, to prepare students with limited vocabulary for the world of work. Each concept is humorously illustrated. There is a vocabulary section at the beginning of each lesson. The six unit headings are: The Factory, A Good Worker, The Job, Shop Mathematics, Clothing for Women and Clothing for Men.

PUERTO RICO

Occupational Orientation Leaflets (In Spanish)

The leaflets contain information helpful in orienting a student to the nature of the occupation, the preparation required to enter, salary considerations and the opportunities that exist in the field under consideration. Prepared for student's use.

The Actuary. 1969, 5 pages, Free, Printed.

The Oceanographer. 1969, 6 pages, Free, Printed.

The Physician. 1968, 12 pages, Free, Printed.

The Physicist. 1969, 7 pages, Free, Printed.

The Geologist. 1969, 5 pages, Free, Printed.

SOUTH CAROLINA

Locating and Securing a Job. Student's Manual, 1970, 29 pages, $.50, Printed.

The manual was prepared for high school students enrolled in Vocational Education courses. Addressed to the student, the manual takes him through a series of seven steps in securing a job. There are assignments and helpful illustrations which provide opportunity for the application of the ideas set forth in the text material.

TEACHER'S RESOURCE

All Vocational Areas

ALABAMA

Alabama Course of Study - Volume I. Teacher's Guide, 1964, 482 pages, Free, Offset.

A State course of study, covering the work in Grades 7 through 12, in the following fields: English, Social Studies, Health and Physical Education, Mathematics, Science, Foreign Languages, Business Education, Fine Arts, Counseling Services, and Educational Television.

CONNECTICUT

Current World Affairs. Course Outline, 1967 (Revision), 85 pages, Free, Mimeo.

The course outline is designed for use in a 10-grade social studies course. Topics covered include The United Nations, Asia (including the Middle East), Africa, Europe, USSR and Latin America.

English Grammer Outlines - Grades IX to XII. Teacher's Guide, 1967, 53 pages, Free, Mimeo.

The aim of the program is to meet the needs of the students in order to improve their powers of communication and to assist them to become critically perceptive of themselves and others through a reading program geared to their needs and interests. Content includes vocabulary, sentence structure, oral communication, written expression and the like.

Modern Media for Vocational Technical Education. Education Resource, 1967, 43 pages, Free, Mimeo.

The bulletin contains summaries on various educational medias that are being utilized in vocational-technical training programs. It describes such medias as programmed instructions, instructional television, and the like. It also contains conclusions, recommendations and a bibliography.

Outline for Related Science - Grade 10. Teacher's Guide, 1967, 98 pages, Free, Mimeo.

Subject matter for this 10-grade course has been drawn from the physical sciences. In addition to setting forth principles, the outline provides teaching suggestions and trade applications helpful to the vocational teacher.

Outline for Related Science - Grade 11. Teacher's Guide, 1967, 28 pages, Free, Mimeo.

Content includes a skeleton outline of the course, teaching suggestions and aids, trade applications, a lesson plan format and many more helpful ideas useful in teaching the course.

Outline for Related Science - Grade 12. Teacher's Guide, 1966, 11 pages, Mimeo.

Provides an outline covering related science in the areas of materials, processes and testing.

INDIANA

Procedure for Establishing Area Vocational Schools. Guidelines, 1967, $.40, Offset.

Procedures and guidelines outlined constitute the instructions for implementing the establishment of area vocational school districts.

KANSAS

Principles and Philosophy of Vocational Education. Teacher's Manual, 1967, 105 pages, $2.50, Offset.

The content is helpful in understanding the principles of vocational education. Topics covered include the role of vocational education, types of students, vocational instruction, review of the Federal Vocational Acts and similar items.

NEW JERSEY

Student's Manual for Supervised Teaching of Vocational Subjects. Student's Manual, 1970, 63 pages, $2.00, Offset.

A manual prepared specifically for trainees enrolled in the course entitled, "Supervised Teaching of Vocational Subjects". Responsibilities and requirements of teaching vocational subjects are stressed in the publication.

NEW MEXICO

Personal Growth Curriculum for Adult Basic Education. Curriculum Guide, 1970, 157 pages, Free, Offset.

Content is designed to not only provide skill development in mathematics, reading, and writing, but also to develop a new life perspective, and an awareness of family and social responsibilities. It is intended to lift attitudes from defeatism and rejection to those of confidence and leadership.

The guide contains six major divisions including: Introduction, Family Life, Health Education, World of Work, Money Management, and Citizen and Government.

Pre-Vocational Orientation in Vocational Education for Junior High Schools in New Mexico. Instructor's and Counselor's Guide, 1967, 125 pages, Free, Offset.

Designed as a source of occupational information relevant to opportunities in vocational education, which are appropriate for use with junior high school students in New Mexico. It also contains a film list and bibliography.

SOUTH CAROLINA

Low-Cost Teacher Made Overhead Transparencies. Teacher's Manual, 1969, 63 pages, $1.00, Printed.

This printed, well-illustrated booklet contains a thorough discussion of the merits and potential of one material that can be used in the production of overhead transparencies. The material, known as three Mil Trycite, has been selected because it is economical, versatile, very transparent, and can be obtained in a pre-cut size useful in teaching. It can be utilized without expensive equipment or processing materials. The publication provides the, "How to do it" of transparency production in excellent detail.

TENNESSEE

Vocational Related Training for Special Students. Curriculum Guide, 1968, 174 pages, $4.50, Offset.

A guide designed to help the teacher working with the potential high school dropout, slow learner, disadvantaged, culturally deprived, or the nonachiever. It provides the teacher with an ideal opportunity to extend his creativity and to introduce practical education for living. Suggested instructional units include such areas as: getting along with others, the job interview, business and commercial forms, the pay check, community life, and many others.

TEXAS (A&M UNIV. EES)

Information and Format for Designing Objective, Essay, and Performance Type Tests. Teacher's Guide, 1970, 81 pages, $1.75, Offset.

The guide is designed to assist vocational teachers in developing valid, reliable and comprehensive tests. There is much general information about tests and a variety of objective type tests are reviewed. Examples of various tests give the teacher an insight into the types and their development.

All Vocational-Technical Areas

WYOMING

Wyoming Mathematics Curriculum Guide - Grade 7-12. Teacher's Manual, 1970, 34 pages, Free, Printed.

Through the program of mathematics the student should become aware of the power and influences of a command of figures in his continuing occupational and personal development. The content can be summarized as an attempt to: (1) emphasize the "why" just as much as the "how", (2) teach mathematics as a structure, (3) allow students to discover relationships for themselves whenever possible, and (4) teach the social utility, or practical applications of mathematics and of arithmetic computation.

Guidance All Vocational Areas

OKLAHOMA

Career Exploration. Teacher's Guide, 1970, 101 pages, $1.50, Offset.

The guide is designed for use by teachers in planning and implementing a course in the exploration of careers. Content is geared to the 8, 9, or 10-grade levels. A group of creative ideas and recommendations has been brought together in this publication to help the teacher plan a practical course designed to fit the needs of students to meet the challenges of the future. The four units include such topics as: Know Yourself; World of Work; Use of Occupational Information; and, Career Educational Planning.

INSTRUCTIONS FOR ORDERING
HOME ECONOMICS CURRICULUM MATERIALS

Orders for materials should be sent to the address of the appropriate State Source. Specific ordering information is indicated where applicable. Prices are subject to change without notice. An asterisk indicates that whether or not items are listed in this publication, a list of instructional materials from that source is available upon request.

ALABAMA

Checks for Home Economics Materials should be made payable to Alabama Association, Future Homemakers of America, c/o State Supervisor, Home Economics Education, State Department of Education, Montgomery, Alabama 36104.

For occupational resource materials:

Instructional Materials Unit, Vocational Industrial Education Department, P.O. Box 2847, University, Alabama 35486. Check in amount of order made payable to the University of Alabama must accompany order. Publications are sent postpaid.

ALASKA

Division of Vocational Education, Pouch F, Alaska Office Building, Juneau, Alaska 99801. All publications are free.

ARKANSAS

Division of Vocational, Technical, and Adult Education, State Department of Education, State Education Building, Little Rock, Arkansas 72201. Publications are free. (Single Copy).

CONNECTICUT

Curriculum Center, Division of Vocational Education, State Office Building, Room 336, Hartford, Connecticut 06115. Publications are free and sent postpaid. Request must be made on official school system stationery.

IDAHO

Idaho State Board for Vocational Education, 518 Front Street, Boise, Idaho 83702. Check in amount of order made payable to the Idaho State Board for Vocational Education, and must accompany order. Publications sent postpaid.

ILLINOIS

Vocational Agriculture Service, University of Illinois, 434 Mumford Hall, Urbana, Illinois 61801.

Terms of sale for ordering purpose are:

1. Items are sent postpaid at prices listed when payment accompanies the order.
2. Postage charges are added to these prices when we bill.
3. Orders are sent on account without question on school purchase orders or on school stationery signed by responsible school official.
4. Payment should accompany orders from individuals unless prior arrangements have been made.
5. Catalog and special order forms available without charge on request.

INDIANA

Vocational Resource Center, Department of Vocational and Technical Education, Indiana State University, Terre Haute, Indiana 47809. Check or money order in amount of order made payable to the Vocational Resource Center, Indiana State University, and must accompany order. Publications are sent postpaid.

IOWA*

University Book Store, Ames, Iowa 50010.

KANSAS

Dr. K. E. Hoffman, The Coordinator of Vocational Education, Division of Business and Business Education, Kansas State Teachers College, Emporia, Kansas 66801.

MICHIGAN

Mr. Robert Batterbee, Chief, Printing and Mailing Section, Department Services Division, Department of Education, P.O. Box 420, Lansing, Michigan 48902. Single copies are available free.

MINNESOTA*

Department of Administration Publications, Central Services Division, Documents Section, Centennial Building - Room 140, St. Paul, Minnesota 55101.

MISSISSIPPI

Curriculum Coordinating Unit, P.O. Drawer DX, State College, Mississippi 39762. Orders accompanied by payment will be sent postpaid. Billing for all other orders will have postage added.

NEW JERSEY

Curriculum Laboratory, Department of Vocational-Technical Education, Graduate School of Education, Rutgers -- The State University, 10 Seminary Place, New Brunswick, New Jersey 08903. School orders must be made on official school purchase order form. In addition to price of materials, you will be billed for postage and shipping charges.

Individuals may order materials by including a check or postal money order for the amount of the materials plus 10 cents per book postage. Checks made payable to the New Jersey Department of Education, Vocational Education Division.

NEW MEXICO

It is the general practice in this State to send a copy of all new material to each State Supervisor and Head Teacher Educator representing the area of service in which the material was developed. Others may obtain copies of the listed material by addressing the appropriate State Supervisor.

For Supervisors of all Vocational Divisions, address: State Supervisor, Division of Vocational Education, State Department of Education Building, Capitol Complex, Santa Fe, New Mexico 87501.

NEW YORK

The State Education Department, Bureau of Finance, Publications Distribution Unit, Albany, New York 12224. Single copies only sold to educational institutions outside the State. No "on approval" copies will be sent. Prices given are net and include book rate postage.

Orders, with remittance, should be sent to: The Publication Distribution Unit, State Education Department, Albany, New York 12224.

State Education Departments, colleges, or curriculum laboratories having similar materials to exchange should make arrangements with the Bureau of Secondary Curriculum Development, Albany New York 12224. Copies of New York State curriculum materials are available through the microfiche services of ERIC and 3M IM Press.

OHIO

Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210. Ohio schools or other Ohio public agencies should deduct 20 percent from price quoted.

On out-of-state quantity orders of 26 to 100 copies of the same manual, a 10 percent discount is granted; on 101 or more copies, a 20 percent discount applies.

Statements will be rendered on receipt of official purchase orders; otherwise, remittance must accompany orders. All checks and money orders must be made payable to the Ohio State University. Postage must be included at the following rates: 1 to 9 copies -- 25 cents; 10 to 25 copies -- 15 cents each; 26 to 105 copies -- 10 cents each. Catalog with order forms is available on request.

OKLAHOMA

The Curriculum and Instructional Materials Center, State Department of Vocational and Technical Education, 1515 West Sixth Street, Stillwater, Oklahoma 74074. Check in amount of order made payable to the Curriculum and Instructional Materials Center, and must accompany order. Publications are postpaid.

OREGON

Division of Community Colleges and Vocational Education, Oregon Board of Education, Public Service Building, Salem, Oregon 97310.

PENNSYLVANIA

Commonwealth of Pennsylvania, Department of Public Instruction, Office of Public Information, Harrisburg, Pennsylvania 17126. Check or money order in the amount of order made payable to the Commonwealth of Pennsylvania, and must accompany order.

PUERTO RICO

Mrs. Ana L. Reyes de Martinez, Director, Vocational and Technical Education, Research Coordinating Unit, Department of Education, P.O. Box 759, Hato Rey, Puerto Rico 00919.

SOUTH CAROLINA

Vocational Education Media Center, Clemson University, Clemson, South Carolina 29631.

With order of less than $10.00, include payment. Orders that do not include payment should be made by official purchase requisition.

TENNESSEE*

Inquiries for specific publications should be made to the Vocational Curriculum Laboratory, Box 1114, Murfreesboro, Tennessee 37130.

TEXAS (A&M UNIV. EES)

Engineering Extension Service, Texas A&M University, F.E. Drawer K, College Station, Texas 77843. A school purchase order and check or money order must accompany each order, and made payable to Texas A&M University. Catalog available. A 2 percent State sales tax or tax exemption certificate required in addition to prices listed. The usual charge for postage and handling on a single outline is 25¢.

TEXAS (T.T.U.)

Home Economics Instructional Materials Center, Texas Tech University, P.O. Box 4067, Lubbock, Texas 79409.

Total payment or official purchase order must accompany order. Official purchase order terms are net 30 days. Make checks payable to Home Economics Instructional Materials Center.

UTAH

Division of Vocational and Technical Education, 1400 University Club Building, Salt Lake City, Utah 84111. Check in amount of order made payable to the Utah State Board for Vocational Education, and must accompany order.

WEST VIRGINIA

State Supervisor, Department of Vocational Education, Capitol Building, Charleston, West Virginia 25305. Check in amount of order made payable to Vocational Curricula Material Funds.

WYOMING*

State Department of Education, Division of Public Information, Capitol Building, Cheyenne, Wyoming 82001.

NOTE:
REQUEST FOR SPECIFIC MATERIAL CONTAINED IN THIS ANNOTATED LISTING SHOULD BE SENT TO THE APPROPRIATE STATE SOURCE

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